



Brown County Human Resources

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Aberdeen, SD 57401
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www.brown.sd.us

Classification: Administrative Assistant/Planning Technician

Wage: \$18.35/hour

Department: Planning and Zoning

Reports to: Director of Planning and Zoning

FLSA: Non-Exempt

Opening date: 04/29/2021

Closing date: Until filled

JOB DESCRIPTION

Summary/Objective:

Perform administrative assistant functions such as answering the telephone, filing, making appointments, data entry, and assists walk-in traffic. Assists in ensuring new development and on-going land occupancy, conforms to applicable County ordinances regulations regarding land use, zoning, special flood hazard areas, drainage districts, permitting and nuisance abatement.

Employee is expected to work with limited supervision and must demonstrate a high degree of initiative and individual judgment. Will be responsible for various updates and data entry into computer files, programs, and databases. Employee is expected to be very detail oriented when reading, working with and entry of legal descriptions.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Detail oriented.
- General understanding of land title abstract, real estate transactions and legal descriptions.
- Follow Planning and Zoning regulations; policies; office administrative processes and procedures.
- Assist in reviewing and maintain E-911 addressing.
- Floodplain, the employee will assist in logging data research.
- Collect and maintain information and records necessary for all Planning & Zoning activities.
- Use the County Beacon site to prepare graphics for Brown County Zoning Board of Adjustment (BOA) meetings.
- Assist Planning and Zoning Director with inquiries in regards to Floodplain, Drainage districts, Zoning, Platting, Rezoning, Variances, E-911 addressing, nuisance abatement and Conditional uses.
- Attends monthly Planning Commission meeting and public outreach meetings related to job duties.

An Equal Opportunity Employer

- Meticulously read maps, plats, legal documents and other types of correspondence regularly used in local government.
- Act on nuisance complaints including performing site investigations as required and maintaining a working log of each complaint.
- Receive and send correspondence pertaining to address, permit requests and assignments.
- Ensures adherence to existing zoning, addressing policies and procedures; assists with development and implementation of new policies and procedures as necessary.
- Daily utilizes computer programs such as Excel, Word, Outlook and others to administer and maintain a file system of address and permit requests and assignments.
- Assists in compiling and furnish information requested by county, local and state departments.
- Principles and techniques of public relations and customer service, both in person or over the phone.
- Effectively present information in one-on-one settings and small group situations.
- Performs related tasks as required.

Competencies:

- Stress Management/Composure.
 - o Handle conflicts or complaints from the public.
- Problem Solving/Analysis.
 - o Perform basic mathematical functions.
- Teamwork Orientation.
 - o Filing of paperwork.
 - o Scheduling of appointments.
- Communication Proficiency.
 - o Communicating effectively in oral and written forms.
 - o Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
 - o Read and comprehend simple instructions, short correspondence, and memos.
- Technical Capacity.
 - o Typing and general clerical skills.
 - o Use of specified computer applications such as Microsoft Office products.
 - o Performing basic office support work.
 - o Use a computer, copy machine, and any other office equipment.

Supervisory Responsibility:

- This position has no supervisory responsibilities

Work Environment:

- Works in well-lit and climate controlled office. May sit at desk or stand for an extended period of time. Outside work may be required to verify, collect information, resolve addressing or zoning issues; you may be exposed to the different seasons.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.

- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken work.
- Hearing: perceiving the nature of sounds without major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.

Position Type / Expected Hours of Work:

- Full-time; Hours: Monday – Friday, 8:00 am to 5:00 pm with one (1) hour lunch.

Travel:

- There may be periodic travel throughout the county and surrounding areas when necessary.

Education and Experience:

- High School diploma/GED; AND
- Two (2) years of educational and/or three (3) years of accountable experience in Planning and Zoning; OR an equivalent combination of education and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses being maintained in active status without suspension or revocation.

- Must be 18 years of age and a U.S. citizen.
- No felony convictions.
- Possess or be able to obtain a valid SD driver’s license.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Human Resources
25 Market St.
Aberdeen, SD 57401

or

- Email: Erica.Coughlin@browncounty.sd.gov